



Florida Department of Transportation
Internship Program: Position Advertisements

Summer Semester 2018

Students interested in applying for any of the following Florida Department of Transportation **Summer Semester** positions must complete the internship application, Form 250-000-25, and email it to interns@dot.state.fl.us or fax it to (850) 414-5299 **by April 29, 2018**. Any applications received after that date will not be considered for the **Summer Semester**. Candidates must be actively enrolled students in an accredited university or college for the semester of the internship. Candidates may apply for multiple positions and must include the advertisement number, located in the left-hand column below, in each submitted application. Candidates should note the location of the internship and any position criteria, and be able to provide supporting documentation (e.g. of enrollment, GPA, class status). Candidates should also note that all positions follow the standard workweek of Monday through Friday. Participants requiring a reasonable accommodation, as defined by the Americans with Disabilities Act, must notify the Department (850-414-5321) in advance to allow sufficient time to provide the accommodation.

The Department of Transportation hires only U.S. citizens and lawfully authorized alien workers. An Employment Eligibility Verification check will be conducted using the U.S. Citizen and Immigration Services' electronic database (E-Verify) on each new employee.

The Department of Transportation supports a Drug-Free workplace. All employees are subject to reasonable suspicion drug testing in accordance with Section 112.0455, Florida Statutes, Drug-Free Workplace Act.
The Department of Transportation is an Equal Opportunity Employer/Affirmative Action Employer and does not tolerate discrimination or violence in the workplace.

Ad #	District / Office	Description	Location	Contact Person	Contact Information	Criteria
59900802	Central Office	The intern will work in the Office of Environmental Management and assist in reviews of various Project Development and Environment (PD&E) studies and environmental re-evaluations. Tasks include technical review of preliminary engineering reports, traffic analysis reports, and environmental documents prepared for PD&E projects. Other tasks include but not limited to review policy and guidance related to planning and engineering considerations and other environmental considerations in the project development process; attend internal project meetings with supervisor; and perform other duties as needed to support management activities for the consultant task work orders.	Tallahassee	Victor Muchuruza	850-414-5269	Senior or graduate Civil Engineering students, preference will be given to students with a concentration or primary program area in transportation engineering, environmental engineering, or related field.
55990805	Central Office	Assists in analysis of state and federal legislation to determine impact to the Florida Department of Transportation. Critically analyze information gathered from multiple sources. Provide support on the development of the Work Program by assisting in assessing the financial implications of various revenue and programming scenarios. Analyze and evaluate program performance. Make recommendations to improve performance and program outputs. Conduct research and prepare reports to support decision making. Critically evaluate information gathered from multiple sources. Summarize detailed data into executive level formats, as well as breaking down aggregate information into meaningful pieces. Assists in the analysis of business units in the Office of Work Program and Budget with intent to maximize use of resources and procedures. Analysis should include reports to identify suppliers, inputs, processes, outputs, and customers. Assists in the development of succession planning framework with business units to support day-to-day operational needs. Assist units in development of training tools for incoming staff to improve speed of full deployment of human resources. Schedule equipment and facility accommodations. Operate video conferencing and projector equipment. Compile and distribute the tentative work program and related materials in accordance with Sections 339.135(4)(f) and (4)(h), Florida Statutes.	Tallahassee	Heidi Langston	850-414-4626	Accounting, business, economics, political science, mathematics, public administration and finance students
55990806	Central Office	This position reports to the Procurement Manager, as supported by the Audit Review & Support Supervisor, the State Purchasing Administrator, and the State Professional Services Engineer. The Florida Department of Transportation (FDOT) Central Procurement Office is responsible for procuring commodities; contractual services; and professional consultant services (engineering, architecture, landscape architecture, surveying & mapping, planning, and right of way acquisition) related to the state highway systems. The position will be responsible for providing general support and assistance within the Procurement Office. Duties and responsibilities include but are not limited to: 1. Review reimbursement rate information (audits, self-certifications, provisional and job cost accounting system rates) to evaluate compliance with FDOT Reimbursement Rate Guidelines, and AASHTO Audit Guidelines; 2. Organize and compile information for various procurement reports. Analyze and assess data from reports; 3. Review cost support information, as part of contract cost analysis efforts; 4. Perform various administrative duties for the Procurement Office; Organize, file, route and distribute contract documents; 5) Performs other duties as assigned. Ability to analyze and interpret data. Ability to research and solve problems. Ability to work independently and autonomously.	Tallahassee	Jeffrey Owens	850-414-4539	Ability to communicate effectively, both written and verbal; Ability to prepare reports and correspondence. Skilled in the following computer applications: Microsoft Word, Microsoft Excel, and Microsoft PowerPoint. Analytical skills.
55990807	State Materials	Facilitates and assists in the daily development activities associated with the Pavement Evaluation programs and processes. Performs analyses as required to determine the best approach to enhance or optimize these programs. Provides support of applications and utilities including but not limited to ArcGIS, Visual Basic for Application, Visual Studio, Team Foundation Services, Access, SharePoint, .NET, and SQL Server as related to the processing, storage, transfer, retrieval, and analysis of pavement performance data and information. Recommends and implements operating methods to improve data processing, distribution, flow, and collection procedures. Analyzes user needs and recommends or develops solutions. Coordinates the activities with representatives from other Offices to assure a consistent and uniform direction to the programs. Participates in the efforts for optimizing operational efficiency of pavement programs.	Gainesville	Charles Holzschuher	352-955-6341	Qualified students: Junior level or higher. Abilities and skills in computer programming and statistical analyses are strongly desirable.
55990810	District 1	The goal of this internship is to have the personal exposed to the various aspects of Geographic Information System (GIS) mapping which may include activities such as Geodatabase management/development, Model Builder experience, introduction to map/feature services with ArcGIS Online/Portal for ArcGIS, and other basic map generation or development techniques. Through one or more core projects, meetings with their mentor/supervisor/manager, and participation in cross-functional educational experiences. Hands on learning will provide a unique insight and understanding of the development process for GIS applications from concept to production. Assist in the development of GIS applications, GIS tools, maintenance of data tables, electronic filing for use in GIS, and daily GIS related task.	Bartow	Kyle Purvis	863-519-2395	Students in Geographic Information System (GIS), Geography, Geomatics, Civil Engineering Junior, Senior or graduate students with Minimum GPA 3.0
55990811	District 1	This internship experience will focus primarily on the needs, challenges, and factors of freight transportation that influence decision making and policy development within the state and public sectors. The intern will be placed alongside a District Freight Coordinator (DFC) of the FDOT and shadow them during outreach or stakeholder engagements to gain an understanding of the purpose of outreach and coordination. The intern will identify, contact and coordinate outreach efforts with a variety of public and private sector freight transportation stakeholders (i.e. manufacturers, trucking companies, distribution centers, etc.). The intern will be expected to assist the DFC in the semesters outreach efforts through scheduling and participation. At the end of the semester, the intern will be expected to write a short report (2-3 page white paper) on the effects and importance of outreach in FDOT.	Bartow	Keith Robbins	863-519-2913	Students in Civil Engineering. Preference will be given to applicants with specializations in Freight, Trade, Logistics, or transportation. Minimum GPA 3.0
55990814	District 2	This position will work with the Performance Management & Training team on the agency priorities of innovation, efficiency, and exceptionalism. May also assist in the development and review of the agency's leadership programs by attending pilots, providing useful feedback, and participating in brainstorming sessions. Review mandatory training courses to improve quality, delivery, and learning outcomes. Assist in the implementation of special projects and initiatives related to training, performance management and employee engagement. Assist in the support of the agency's learning management system, strategic planning approach and annual employee survey and other organizational development and training efforts/needs. Complete data gathering and research and analysis to make recommendations and provide reports. Support the development and maintenance of communications and media outlets (websites, newsletters, etc.) and corresponding sites relating to budget, training schedules, enrollments and completions, quality assurance compliance and corrective action status and other organizational development efforts for management and customers as requested.	Lake City	Fae Ross	386-961-7712	Students majoring in English, Business, Communication, Innovation or similar field of study are encouraged to apply.
55990816	District 2	The intern shall provide engineering service to Materials customers in Design, Construction, and Maintenance, working alongside proven technical experts to develop engineering skills. The intern would assist in the review Geotechnical Reports submitted to the Department, perform field investigations with drill crew, assist with laboratory testing that aides in the engineering recommendations, assist with technical support of foundation design and construction, provide engineering assistance to Maintenance for roadway depressions and sinkholes, assist in developing pavement milling and resurfacing recommendations.	Lake City	Fae Ross	386-961-7712	Civil Engineering students; must have above average skills in computer software applications (Excel, Word, PowerPoint, Browser Based) and report writing capabilities.
55990817	District 2	The intern shall assist the Construction Resident Offices with contract administration, construction field inspection, and various engineering activities. The intern shall assist the Resident office staff with contract interpretation and practical application (including review of plans, specifications, standards, etc.), field inspection, materials testing, and Critical Path Method (CPM) Schedule review. The intern shall also provide assistance with the development of monthly and final estimate pay quantities and prepare computation books for final estimate submission.	Jacksonville	Fae Ross	386-961-7712	Civil Engineering Student (Sophomore level or above); Have a valid driver's license; above average skills in computer software applications (Excel, Word, PowerPoint, Browser Based), database management and report writing capabilities.

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55990819	District 2	Intern shall assist Local Programs with the initial implementation, execution, and associated record keeping to support local program agreements. The intern will review plans, Engineer's Estimates, permits, etc. to support compliance with our local programs policies. The intern will conduct field reviews and prepare project scope reports to support the development of projects within our Work Program. The intern will monitor project schedules and track invoices. The intern will support the creation, scheduling, and sponsorship of meetings.	Lake City	Fae Ross	386-961-7712	Students interested in the Transportation Industry; Engineering, Planning, Construction Management or a transportation related field of study. Sophomore level or above, must have above average skills in computer applications (Microsoft Suite).
55990822	District 3	The intern would serve as a project manager assistant with the gathering and disbursement of project information, developing spreadsheets and other project coordination activities. The intern would also spend time in Survey and Right of Way (R/W) Mapping as schedules permit. The intern will help to ensure and coordinate review of all R/W requirements on projects to be sure all R/W necessary for construction is identified and that no unnecessary R/W is acquired; ensure consultants meet production schedules and coordinates with other functional areas in order to ensure smooth production flow; keep department management informed of project status on a regular and as-needed basis. The District Training Coordinator would work with the intern to provide an introduction of available courses and resources that would be helpful in gaining an overall perspective of FDOT. The intern would participate in new employee orientation.	Chipley	Richard Norris	850-330-1202	Structures, Environmental, Civil Engineering students, Junior or higher
55990827	District 4	The student will learn about the FDOT long-range transportation planning process, transportation policy and programs, transportation project development, traffic data analysis, travel demand forecasting, and site impact reviews. <ul style="list-style-type: none"> You will gain familiarity with the operations of the Planning and Environmental Management Office through full exposure to programs, projects and processes within the Transportation Planning Unit. The intern will learn to utilize and find information contained in the FDOT Strategic Intermodal System (SIS) plans, Metropolitan/Transportation Planning Organization (MPO) Long Range Transportation Plans, and other City, County, and transit agency transportation improvement plans. You will be expected to assist with collecting, maintaining, and reporting traffic, transit, roadway characteristics, and/or freight data. They may also conduct research and assist with data analysis and preparation of maps and graphics. Assist with planning studies and projects, helping gather information to analyze a corridor or area and identify needed improvements. Also assist with gathering costs and funding information for projects. Assist with reviews of traffic impact studies, developments of regional impact, master-plans, and local government comprehensive plans. They may learn to evaluate impacts and analyze conditions before and after new development trips are added to the transportation network. Gain familiarity with the Department's regional travel demand models, and learn to assist with applying the models and using key inputs and outputs. Assist with conducting stakeholder and partner coordination meetings, including preparation for the meetings, and preparing meeting minutes. 	Fort Lauderdale	Christine Fasiska	954-777-4480	Students in Environment, Urban and Regional Planning or Sustainability, or related field, senior or graduate student, with a minimum GPA of 3.0
55990828	District 4	<ul style="list-style-type: none"> The intern shall assist the Operations Center Construction office with contract administration, construction field inspection, and various engineering activities. The intern shall assist the Operations Center's staff with contract interpretation and practical application (including review of plans, specifications, standards, etc.), field inspection, materials testing, and Critical Path Method (CPM) Schedule review. The intern shall also provide assistance with the development of monthly and final estimate pay quantities and prepare computation books for final estimate submission. 	Fort Lauderdale	Angela Foreman	954-931-6179	Students in Civil Engineering, Construction, senior or graduate student, with a minimum GPA of 3.0
55990831	District 4	Duties and Responsibilities include the following: <ul style="list-style-type: none"> Update District Four Right of Way maps to reflect acquired and surplusd properties Post updated Right of Way Maps to the District Geographic Information System. Collect, compile, analyze, and record a variety of spatial data in support of the Surveying and Mapping Office Process TIITF/EDD roadway reservation release requests Process Public Records requests Skill in the use of geographic information systems (GIS) software for mapping purposes or the ability to learn basic functions in order to upload documents to the GIS. Knowledge of geographic information systems (GIS) concepts. Knowledge of Computer-aided design and drafting (CADD) systems. Knowledge of Microsoft Office Suite and Outlook and skilled in personal computer operations. Skilled in mathematical computation methods. Knowledge of cartography, geography, and mapping terminology - GIS and related ESRI software; Land title and property transfers (in and out of FDOT); - Survey-related items – interpret legal descriptions and perform parcel and area computations; learn to read maps and plans; become familiar with sovereignty submerged lands issues (involve sovereign waterbody crossings); - Understand roadway reservations and understand public interests and prepare communication to/with customers; - FDOT procedures, directions business plan and goals; - Learn about statutes pertinence to roadway maintenance and acquiring title (Maintained RW). 	Fort Lauderdale	Jeff Smith	954-777-4560	Geography, Geomatics, Civil Engineering Junior, Senior or graduate students with Minimum GPA 3.0
55990832	District 5	The Structures Design intern should have an interest in structural engineering and will have the opportunity to be involved in and assist with structural related activities on highway transportation projects. The intern will: 1. Be directly involved in design functions, planning support, construction and maintenance activities related to structures, and other associated office activities within the Structures Design Office; 2. Assist in preparation of contract plan sheets, design calculations, cost estimates, quantities, and other engineering functions required for the production of short span bridges, simple span bridges, miscellaneous highway structures, mast arms, strain poles, retaining walls, box culverts and sound barrier walls under the guidance of Lead Technical Professionals; 3. Provide technical support for preparation of engineering reports and other documents associated with structural projects; 4. Assist in the review and evaluation of consultant produced Bridge Development Report's, plans, and design calculations for structures under the guidance of Lead Technical Professionals	DeLand/Volusia County	Mark Trebitz	(386) 943-5480	Civil Engineering students, Junior, Senior or graduate level. The Student should have an interest in Structural Engineering, knowledge of Microsoft Word and Excel, good organizational and time management skills. Provide your resume as well as a separate letter focusing on your interest in structural engineering discussing structural engineering experiences, education, training or career aspirations. (1 page max for letter)
55990833	District 5	The Contract Changes and Final Estimates intern should have an interest in how contract changes are initiated and completed, how they are ultimately paid, and will have an opportunity to be involved in and assist with various types of system entries and monitoring. The intern will (1) be directly involved reviewing funds requests and submitting for approval; (2) assist with Contract Change Package reviews to determine if all documentation required has been submitted to support the contract change proposed; (3) assist with processing the contract change for execution; (4) reviewing estimates to see how contract changes are paid; and (5) provide team support by uploading documents to various database systems and researching/troubleshooting problems that may need to be addressed by field staff and district staff.	DeLand/Volusia County	Jennifer Smith	386-943-5367	Students should have knowledge of Microsoft Word and Excel, good organizational and time management skills.
55990834	District 5	The intern shall assist in the review of driveway, drainage, and utility permits. Review Maintenance of Traffic (MOT) Plans. Assess proposed driveway connections in accordance with Florida Administrative Code and FDOT standards and criteria. Review and assess proposed drainage connections in accordance with applicable Florida Administrative Code and FDOT standards and criteria. Perform field reviews with permit coordinators. Generate monthly permits report in Microsoft Access database.	Orlando Operations/Orange County	Carlos Dawson	321-319-8114	Civil Engineering Students, junior or higher; Minimum GPA 3.0
55990835	District 5	The intern shall assist in the review of driveway, drainage, and utility permits. Review Maintenance of Traffic (MOT) Plans. Assess proposed driveway connections in accordance with Florida Administrative Code and FDOT standards and criteria. Review and assess proposed drainage connections in accordance with applicable Florida Administrative Code and FDOT standards and criteria. Perform field reviews with permit coordinators. Generate monthly permits report. Assist with field inspection, gathering work needs, and calculating quantities for maintenance contracts. Assist with contract development, including developing contract scopes, drafting diagrams, reviewing contract documents as quality control, and drafting contract specifications. Assist the construction staff with contract administration. Duties include but are not limited to recording meeting minutes, developing estimates for change orders, review contractor's submittals and conducting field visits as needed. Organize and scan permits and contract documents.	Brevard/Cocoa	Richard Nasrawry	386 943-5480	Civil Engineering or Urban Planning Students, Junior or Senior or Graduate Level. Minimum GPA 3.0
55990836	District 5	The Transportation Systems Management and Operations Intern should have an interest in Connected Vehicle, Autonomous Vehicle, and/or signal timing and will have the opportunity to be involved in and assist with TSMO related activities as part of the District 5 program. The intern will (1) be directly involved in design functions, planning support, construction, and maintenance activities related to transportation technology projects, and other associated office activities within the Traffic Operations Office; (2) assist in preparation of scope documentation and preparation of manhours on proposed technology projects; (3) Utilize engineering knowledge for project management; (4) estimate timelines and schedules; (5) anticipate risks and costs related to the technical aspects of the project. (6) determine need for enhancing existing transportation sensor data for operations; (7) assist in data cleaning and analysis, warehousing, transformation and collection projects; (8) work with FDOT data to derive insight into operations.	Volusia/Deland District Office	Jim Stroz	386-943-5480	Civil Engineering or Planning Students, Junior or Senior or Graduate Level.

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55990837	District 5	Assisting the safety and security manager with job safety protocol plan reviews. Creating tables to be used in presentations in reference with railroad accidents and incidents. Assisting the civil department in plan and procedure reviews also assisting the civil department in site surveys of railroad Corridor items. Assisting the vehicle oversight department with day today operations and inspection of sun rail vehicle fleet. Assisting management with day-to-day operations, tracking day-to-day operation activities, on time performance, customer service reports, vehicle maintenance reports and signal issues.	Sanford/Seminole	Rob McDaniel	321-257-7164	Civil Engineering Students, Junior or Senior or Graduate Level.
55990841	District 6	Apply engineering principles to a transportation system and strategies <ul style="list-style-type: none"> Will learn about Transportation Systems Management and Operations (TSM&O), including traffic management, incident management, and traveler information systems. Student will learn about the IT/ITS equipment maintenance process. Learn how traffic management can affect construction, incident, safety, etc. Student will perform traffic operations/ITS analysis on various projects. 	Miami	Alejandro Motta	305-640-7375	Students in Civil Engineering or related field; sophomore, junior, senior, or graduate student; minimum GPA 3.0
55990842	District 6	The Planning and Environmental Management Office (PLEMO) intern will work under direct supervision of a Professional Engineer to help prepare the necessary information which involves the development of scoping reports for a new project to be programmed for either a Project Development & Environment (PD&E) study or Design project. <ul style="list-style-type: none"> The intern will receives instruction and performs technical engineering tasks including engineering analysis, environmental impacts, construction cost, Right of Way requirements, traffic patterns, maintenance of traffic, safety, operational characteristics, permitting issues, and other pertinent factors, as applicable in the development of the scoping reports. The intern will develop a working understanding of the Departments Systems Planning, Statistics, Bicycle and Pedestrian and Metropolitan Planning process. The intern will assist with regional coordination research, performance measurements, systems planning, statistics applications, transit/multimodal and transportation research. 	Miami	Dat Huynh	305-450-5201	Students in Urban and Regional Planning or Sustainability, or related field, senior or graduate student, with a minimum GPA of 3.2
55990844	District 7	The intern should be computer savvy, a fast learner, and able to work as part of a team in the Geographic Information Systems (GIS) section of the District Program Management Office. Intern will perform the following duties: <ul style="list-style-type: none"> Extract location information from engineering documents Use enterprise GIS application and desktop GIS software to get location of engineering documents Assist in developing/documenting/testing field data collection forms and procedures Learn basic SharePoint skills and assist in enhancing SharePoint site Learn how to use ArcGIS software to make maps Learn basic database skills to organize, retrieve, and maintain geographic (spatial) data Learn basic Python skills and assist in creating Python scripts to automate data processing 	Tampa	Steve Branson	813-975-6799	Civil Engineering students, Junior, Senior or graduate level. Minimum GPA 3.0
55990847	District 7	Eager university student to work part time with the FDOT Drainage Design Office. Qualified candidates should have coursework or experience in engineering, urban planning/design, GIS, and/or geography. The position will work with one of the most vibrant and dynamic state agencies to address Stormwater Management issues in the Tampa Bay region. Individuals will perform the following duties: <ul style="list-style-type: none"> Perform technical work in drainage design and permitting for highway projects. This includes, but is not limited to, the design of storm sewers, roadside swales/ditches, retention/detention ponds, exfiltration trenches, and pollution control structures. Additional work includes the documentation of all supporting drainage calculations and computer applications required for design and permitting purposes. Assist in responding to drainage inquiries (flooding problems) made by the public, Department staff, local government, and others. This includes collection of all relevant drainage data, and development of recommendations for resolution with all supporting drainage calculations and potential permitting needs. Assist in the preparation of storm water management reports. This includes collecting drainage data, evaluating floodplain impacts, defining drainage areas, determining outfall locations, establishing permit criteria, defining the involved permit agencies, making recommendations on alternatives and computing cost estimates. Assist in performing hydraulic studies and preparing reports such as Location Hydraulics Reports and Pond Siting Reports for PD&E studies and design. Data management of the drainage maps and documentation. This includes input into the FDOT GIS system and updates to the FDOT Drainage Data base 	Tampa	Anita Wong	813-975-6254	Students in Civil Engineering, Urban Planning/Design Geography or related field; sophomore, junior, senior, minimum GPA 3.0
55990848	District 7	Eager transportation engineering student to work with the Traffic Operations Office. Interested individual will work with one of the most vibrant and dynamic state agencies to address safety and mobility opportunities in the Tampa Bay region. <ul style="list-style-type: none"> Review crash reports and constructing collision diagrams using Crash Data Management System. Update District 7 fatal tracking system (20 to 30 fatal crash reports a month). Reviewing fatal crash reports, analyzing crash sites and proposing safety improvement recommendations. Conduct various traffic & safety studies including pedestrian crossing studies, signal warrant analysis, turn lane evaluations, etc., Review crash reports and provide safety or operational recommendations. Using available data and information, generate safety and operational improvement recommendations. This may including street lighting, median access modifications, new crosswalks, adjustments to signing & pavement markings, pedestrian channelization, rectangular rapid flashing beacons, pedestrian hybrid beacons, etc. Assist in data collection in the field. • Maintain status and organization of historical studies in District 7 SharePoint. Compile crash data and Master reports for Work Program projects for internal and external customers. Generate benefit/cost analysis and net present value for District 7 Design Build Push Button III contract safety projects 	Tampa	Peter Hsu	(813) 975-6254	Students in Civil Engineering, Urban Planning/Design, Public Administration, Geography or related field; sophomore, junior, senior, or graduate student; minimum GPA 3.2
55990849	District 7	The intern will develop an understanding of the Performance Management & Training (PM&T) unit and learn about the FDOT management of the district's annual training plan, training budgets, and the development and management of training course contracts; assist in the management of the PM&T SharePoint site; create announcements of training courses offered within the district; review and update training curriculum for relevancy. The intern shall assist in the development of a presentation/workshop for leaders and/or employees through needs analysis and consultations. The intern will co-facilitate the presentation/workshop upon the conclusion of the internship program.	Tampa	Wanda Nanney	813-975-6183	Students in Education, Marketing, Business Management, Communications, Applied Science, General Studies
55990850	Turnpike	The intern would have the opportunity to work in the Construction Department. Providing assistance with the Department's Electronic Document Management System and eConstruction compliance, Construction management of large heavy civil projects (field visits) and contribute to quality and safety reviews of projects. Other duties as assigned. You will also learn and focus on the following: <ul style="list-style-type: none"> Administrative requirements of FDOT construction projects Technical requirements of FDOT construction projects Safety on construction projects and limited access highways Quality of FDOT construction projects Best management practice of Consultants overseeing FDOT construction projects 	Pompano Beach	Karen Akers	954-934-1222	Engineering students (civil preferred but not required), sophomore or above